

# U.S. Department of Energy

Washington, D.C.

## POLICY

DOE P 251.1

3-19-96

**SUBJECT: DIRECTIVES SYSTEM**

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### PURPOSE AND SCOPE

Directives provide formal and organized communication of the Department's expectations for performance of work within the DOE complex and include Policy Statements, Regulations, Orders, Notices, Manuals, Guides, and Technical Standards.

### POLICY

The policy of the Department of Energy is to use a consistent and effective management system for the development, communication, implementation, and periodic review of its directives. All directives issued by the Department will be in accordance with the Department's mission, core values, and strategic plan, which provide the foundation for all activities of the Department. The following principles govern the Directives System:

1. The Department adopts National Consensus Standards and other commercial and industry standards where feasible and avoids duplication and unnecessary additions to external and internal requirements.
  2. Directives provide essential information that promotes safe, efficient, cost-effective, and secure operations and that supports the work performed by the Department.
  3. Directives, other than regulations and technical standards, are developed through the Directives System, which provides for full participation and input from all DOE organizations and other affected parties, and seeks, where possible, consensus among these interests. The consensus process shall not be used to impede the Department's legal obligations with respect to mission accomplishment, protection of health and safety of its workers and the public, protection of the environment, or national security. Although regulations are part of the Directives System, as a matter of law, they are developed through notice and public comment as required by the Administrative Procedure Act.
  4. All directives are applicable to Department employees. Requirements contained in directives other than regulations are applicable to Department contractors only to the extent provided in the relevant contract. Requirements contained in Department regulations are applicable to Department contractors to the extent provided by the terms of each regulation.
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#### DISTRIBUTION:

All Departmental Elements

#### INITIATED BY:

Office of Human Resources  
and Administration

5. Directives reflect the Headquarters' responsibility for program planning and direction and Field responsibility for program execution. Maximum flexibility is provided for implementation decisions. Implementation decisions are made at the appropriate level commensurate with the scope of work and the hazards.
6. Requirements contained in directives are expressed, to the extent possible, as performance objectives and expected outcomes. Guides and technical standards are limited to the identification of useful or acceptable methods for implementing directives' requirements and do not establish requirements or constitute the basis for a finding of noncompliance with a specific requirement.
7. Supplemental directives, for local use, are issued to address matters not covered by Department directives or to implement requirements contained in Department directives. Supplemental directives are consistent with Department directives; do not duplicate requirements in Department directives; and are issued only if necessary to promote safe, efficient, cost-effective, and secure operations.
8. Directives developed through the Directives System are periodically reviewed for applicability, accuracy, and continuing need at a frequency determined by the Directives System Manager. Lessons learned from the development, communication, and implementation of directives are shared among organizations and used as appropriate.

## **RESPONSIBILITIES**

All Departmental Elements will follow the Directives System Order (DOE O 251.1) and Manual (DOE M 251.1-1) and will integrate the principles contained in this policy in the development of all documents intended to convey requirements or guidance to other organizations. Except for regulations and technical standards, the Directives System is managed by the Office of Human Resources and Administration, and resolution of issues on the content and extent of directives rests with the Directives Management Board. Development of regulations is managed by the Office of General Counsel and is subject to review by the Office of the Secretary. The Technical Standards Program is managed by the Office of Environment, Safety and Health.

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM  
Assistant Secretary for  
Human Resources and Administration